

**Request for Change, Correction, Cancellation, or Reinstatement of Tax Permit**

Legal name on existing permit	Social Security Number (SSN)	
Trade name on existing permit	Federal Employer Identification Number (FEIN)	
Address on existing permit		
City	State	ZIP+4

1. Change Legal and/or Trade Name

If your name change is due to a change in ownership, you must cancel your permit and apply for a new one. List the permit number only for the tax types you are changing. Legal name is tied to all tax types. A trade name may be different for each business location.

Change Legal Name For	Permit Number	Reason for change	
Sales Tax		FEIN	
Consumer's Use Tax		New legal name	
Retailer's Use Tax		New trade name	
Withholding Tax			
Fuel Tax			

2. Change Location Address

Check the box and list the permit number only for the tax types you are changing.

Note: You need to cancel your sales tax and/or use tax permit(s) and complete a new application form if you are changing:

- location address from one Iowa county to another
- location address from Iowa to out of state
- location address from out of state to Iowa

Change Location For	Permit Number	Reason for change	New location address & phone
Sales Tax			<input type="checkbox"/> Use for mailing address also
Consumer's Use Tax			
Retailer's Use Tax			
Withholding Tax			
Fuel Tax			Location Phone:

3. Change Mailing Address

Check the box and list the permit number only for the tax types you are changing.

If you want a different mailing address for each tax type, include a separate sheet. Otherwise, the mailing address will be added to all tax types for which you list the permit number.

Change Mailing For	Permit Number	New Mailing Address
Sales Tax		
Consumer's Use Tax		
Retailer's Use Tax		
Withholding Tax		
Fuel Tax		

4. Change Filing Frequency (if qualified)

For each tax type you need to change, check the appropriate box, provide the permit number, and check the frequency requested and effective date. Note the following:

- Your filing history must meet the filing threshold for the requested filing frequency. Filing frequency information is available at iowa.gov/tax under filing status and due dates.
- Changes to and from annual filing are effective January 1. Requests received after April 30 will take effect on January 1 of the following year.
- All other filing statuses may be changed at the start of a future calendar quarter. Check the quarter of the effective date.

Change Frequency For	Permit Number	Frequency Requested (must check one)				Effective Date (must check one)			
		Annual (Jan1)	Quarterly	Monthly	Semi- monthly	Jan 1	Apr 1	Jul 1	Oct 1
Sales Tax									
Consumer's Use Tax									
Retailer's Use Tax									
Withholding Tax									

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5. Change Partners, Corporate Officers, or Responsible Parties (include a separate list, if needed)

Check the box and provide the permit number for each tax type for which you want to change the partner, officer or responsible party. Check the box to add or deactivate the individual and provide the effective date, name, SSN and personal address.

Tax Type	<input type="checkbox"/> Sales Tax	<input type="checkbox"/> Consumer's Use Tax	<input type="checkbox"/> Retailer's Use Tax	<input type="checkbox"/> Withholding Tax
Permit Number				

Add or Deactivate	Effective Date	Individual Name	SSN	Personal Address
<input type="checkbox"/> Add				
<input type="checkbox"/> Deactivate				
<input type="checkbox"/> Add				
<input type="checkbox"/> Deactivate				
<input type="checkbox"/> Add				
<input type="checkbox"/> Deactivate				
<input type="checkbox"/> Add				
<input type="checkbox"/> Deactivate				

6. Cancel Permit

Check the box and list the permit number only for the tax types you want to cancel.

Cancel Permit for	Permit Number	Effective Date (last day of permit activity)	Reason For Cancellation
<input type="checkbox"/> Sales Tax			
<input type="checkbox"/> Consumer's Use			
<input type="checkbox"/> Retailer's Use Tax			
<input type="checkbox"/> Withholding Tax			
<input type="checkbox"/> Fuel Tax			

7. Reinstate Permit

Check the box and list the permit number only for the tax types you want to reinstate.

Reinstate Permit for	Permit Number	Effective Date (first day of permit activity)	Reason For Change
<input type="checkbox"/> Sales Tax			
<input type="checkbox"/> Consumer's Use			
<input type="checkbox"/> Retailer's Use Tax			
<input type="checkbox"/> Withholding Tax			

8. Request for Copy of Permit and Business eFile Number (BEN) Letter

Check the box and list the permit number only for the tax types for which you need a BEN letter. You will receive a letter with your BEN, your permit number, and a permit.

Copy of Permit/BEN Letter for	Permit Number
<input type="checkbox"/> Sales Tax	
<input type="checkbox"/> Consumer's Use Tax	
<input type="checkbox"/> Retailer's Use Tax	
<input type="checkbox"/> Withholding Tax	

9. Signature

Note: This form must be signed by an owner, a partner, or a corporate officer.

Signature	
Print name	
SSN	Date
Title	

Contact name	Phone
Email	

Questions? Contact Taxpayer Services

Phone: 515-281-3114 or 800-367-3388

Email: idr@iowa.gov

eFile & Pay: www.iowa.gov/tax

Request changes online: www.iowa.gov/tax

Or, submit this form by:

Fax: 515-281-3906, ATTN: Registration Services

Mail: Registration Services

Iowa Department of Revenue

PO Box 10470

Des Moines, IA 50306-0470

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